

NOTICE OF CORRECTION:

EXAMINATION TITLE: **STAFF COUNSEL**

EXAMINATION CODE: **1MV49**

EXAMINATION BASE: **OPEN**

DEPARTMENT: **MOTOR VEHICLES**

FILE IN PERSON DATE: **SEPTEMBER 20, 2001**

The bulletin announcing the above named examination is amended as follows:

EXAMINATION INFORMATION:

Filing Instructions:

Candidates may apply for the Staff Counsel exam in one of the following ways:

1. Candidates may **file in person** on September 20, 2001, between 9:00 a.m. and 5:00 p.m. at:
Department of Motor Vehicles, 2570 24th , Building West, First Floor Action Room,
CA 95818.

Sacra

OR

2. Candidates may **fax** a copy of an application (Std. 678) to 916-657-5848 no later than
5:00 p.m. on September 20, 2001. The original application can then be mailed to: DMV,
Selection Services Unit, 2570 24th Street, Sacramento, CA 95818.

Position Description:

The Staff Counsel is a recruitment and developmental class for persons qualified to practice law in the State of California. A Staff Counsel at DMV typically: reviews investigative reports and evidence for legal basis and sufficiency of proposed administrative action; prepares and presents cases before Administrative Law judges of the office of Administrative Hearings and other administrative tribunals; provides advice or opinions to department management on legal issues; conducts negotiations; drafts or reviews drafts of informational memoranda concerning legal matters, legal forms, administrative rules, regulations and legislation. Drafts and analyzes contracts. Negotiates contracts and settlement of litigation.

All other information remains the same.

We regret any inconvenience this change may cause to candidates.

**DEPARTMENT OF MOTOR VEHICLES
SELECTION SERVICES SECTION**

STATE OF CALIFORNIA DEPARTMENT OF MOTOR VEHICLES



OPEN EXAMINATION FOR
STAFF COUNSEL

MONTHLY SALARY:

- RANGE A \$3651 - \$4008
- RANGE B \$4204 - \$4616
- RANGE C \$5067 - \$6127
- RANGE D \$5703 - \$7034

1MV49

FILE IN PERSON

September 20, 2001

WHO MAY APPLY

Persons who meet the minimum qualifications as stated on this announcement by the File in Person date. This is an OPEN examination. Applications will NOT be accepted on a promotional basis.

INTERVIEW DATE

It is anticipated that mandatory interviews will be held in September/October 2001.

HOW TO APPLY

You must appear in person between 9:00 a.m. and 5:00 p.m., with a photo ID, at the File-in-Person site shown below:

Department of Motor Vehicles
Human Resources Branch
2570-24th Street
Bldg. West, First Floor Action Room
Sacramento, CA 95818

Bring a completed Examination Application (STD. 678) to the File-in-Person site. Applications (STD. 678) will also be available for completion at the site.

After the application is completed and submitted it will be reviewed immediately to determine if the minimum qualifications have been met. If you meet the minimum qualifications you will be given an interview date and time. Interviews are scheduled to begin September 24, 2001.

*Applications submitted prior to the File-in-Person date will not be accepted. You must file your application in person at the File-in-Person site on September 20, 2001.

DO NOT SEND APPLICATIONS IN THE MAIL.

All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.

REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION

Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment. Applicants who are not members of the State Bar of California but who are eligible to take the California State Bar examination will be admitted to the examination but will not be considered for appointment until they are admitted to the State Bar.)

Members of the California State Bar must show their membership number, admission date and expiration date on their application.

POSITION
DESCRIPTION AND
LOCATION

The Staff Counsel is a recruitment and developmental class for persons qualified to practice law in the State of California. A Staff Counsel at DMV typically: reviews investigative reports and evidence for legal basis and sufficiency of proposed administrative action; prepares and presents cases before Administrative Law judges of the Office of Administrative Hearings and other administrative tribunals; provides advice or opinions to department management on legal issues; conducts negotiations; drafts or reviews drafts of informational memoranda concerning legal matters, legal forms, administrative rules, regulations and legislation.

Based on the Alternate Range Criteria governing ranges and salaries for this classification:

Range A shall apply to individuals who are active members of the State Bar of California and who do not meet the criteria for Range B, C or D.

Range B shall apply to individuals who are active members of the State Bar of California and who, in addition, have satisfactorily completed one year of experience in a class with a level of responsibility equivalent to Staff Counsel, Range A, or who have evidence of satisfactory completion of one year of experience in the practice of law outside of State service performing duties equivalent to Staff Counsel.

Range C shall apply to individuals who are active members of the State Bar of California and who, in addition, have satisfactorily completed one year of experience in a class with a level of responsibility equivalent to Staff Counsel, Range B, or who have evidence of satisfactory completion of three years of responsible experience in the practice of law outside of State service performing duties equivalent to Staff Counsel.

Range D shall apply to individuals who are active members of the State Bar of California and who, in addition, have satisfactorily completed two years of experience in a class with a level of responsibility equivalent to Staff Counsel, Range C, or who have evidence of satisfactory completion of five years of responsible experience in the practice of law outside of State service performing duties equivalent to Staff Counsel.

Positions exist in Sacramento only.

See reverse side for additional information.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

STAFF COUNSEL

OA72-5778

MC/MS

EXAMINATION
INFORMATION

This examination will consist of a Qualifications Appraisal Interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100.00%

- Scope:**
In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the interview will be on measuring competitively, relative to job demands, each competitor’s:
- A. Knowledge of:**
- 1. Legal research methods and performing research.
 - 2. Legal principles and their application.
 - 3. Scope and character of California statutory law and of the provisions of the United States and California Constitutions.
 - 4. Administrative hearing procedure and rules of evidence.
- B. Ability to:**
- 1. Perform research.
 - 2. Analyze and apply legal principles, facts and precedents to legal issues.
 - 3. Present statements of fact, law, and argument clearly and logically.
 - 4. Draft statutes.
 - 5. Prepare correspondence involving the explanation of legal matters.
 - 6. Analyze situations accurately and develop an effective course of action.

ELIGIBLE LIST
INFORMATION

A departmental open list will be established for the Department of Motor Vehicles. The list will be abolished 12 months after it is established unless the needs of the services and/or conditions of the list warrant a change in this period.

VETERANS AND
CAREER POINTS

Veteran's preference points will be added to the final score of all open competitors in this examination who qualify for, and have requested, these points and who are successful in all part(s) of the examination. (See “General Information” on this bulletin for information regarding veteran’s preference points.)

Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Motor Vehicles, Selection Services Unit (916) 657-7713 three days prior to the written test date if the candidate has not received a Notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection Services Unit (916) 657-7713 three weeks after the final file date if the candidate has not received a progress Notice.

If a candidate's Notice of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress made in their efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Veterans preference credits will be added to the final score of those competitors who are successful in this examination and who qualify for and have requested the points. Due to a January 1, 1996, law change, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Directions for applying for veterans credits are on the Veterans Preference Application form which is available from State Personnel Board offices.

Career Credits : In open and open-nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full time employees of the State who are exempt form State civil service pursuant to the provisions of Section 4 of Article VII of the California

Constitution, and who meet all qualification requirements specified by the State Personnel Board, and have 12 consecutive months of service in an exempt position, or 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 18 months after graduation from the California Conservation Corps.) Three points are added to the final test score of those candidates who meet one of the above criteria and who are successful in the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form SPB 679 (12/93). (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814.)

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired
from TDD Phones: 1-800-735-2929
from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.

STAFF COUNSEL			BULLETIN RELEASE DATE: September 6, 2001
OA72-5778	MC/MS	OMV49	FILE IN PERSON DATE: September 20, 2001